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GENERAL DOCUMENTATION AND EVIDENCE HANDLING REQUIREMENTS – FORENSIC BIOLOGY SECTION PROCEDURE MANUAL, SECTION I	Issue No. 3
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<p>4 GENERAL ROUTING</p> <p>4.1 Receive evidence by completing the chain of custody and ensuring that the evidence is sealed properly.</p> <p>4.2 Inventory and identify evidence and compare the evidential items to the RFLE.</p> <p>4.2.1 Identification involves marking the evidence in accordance with established policies of the Virginia Division of Forensic Science. (Refer to the Division of Forensic Science Quality Manual.)</p> <p>4.3 If appropriate, transfer items to other sections in the appropriate sequence as soon as possible. This may require consultation with other sections prior to transfer.</p> <p>4.4 Preserve samples appropriately (dependent on the type of evidential sample submitted).</p> <p>4.4.1 Typically this involves short-term refrigeration followed by air drying.</p> <p>4.4.2 Check to ensure that evidence packaged in plastic is dry and document appropriately.</p> <p>4.5 Store all evidence in appropriate evidence storage areas in accordance with established policies of the Virginia Division of Forensic Science. Refer to the Division of Forensic Science Quality Manual for specific evidence storage requirements.</p> <p>4.6 Screen evidence for biological substances and, as appropriate, conduct DNA analysis. If appropriate, forward items to the Trace Evidence Section for hair examinations.</p> <p>4.6.1 When hair examinations are conducted by the Trace Evidence Section, report results of examination(s) in accordance with the Decision Chart for Hair Examination found at the end of chapter 15. Otherwise, report results of examination(s).</p> <p>4.7 Return evidence to the primary examiner or to security for final disposition.</p> <p style="text-align: right;">◆END</p>	